



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Personnel Assistant 2 [Classified Competitive]			Salary Y25 \$68,214.76 - \$96,960.49
Posting Number 203-22	Position Number 095929	Number of Positions 1	Posting Period * From: 03/08/2022 To: 03/22/2022
Location: Ann Klein Forensic Center 1609 Stuyvesant Ave, Trenton NJ 08628			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

This position will be responsible for all recruitment and promotions for the Special Treatment Unit (STU) in accordance with NJAC: Federal and State laws; department and division policy and AKFC's policies regarding recruitment. Acts as liaison with STU for all Human Resource issues and questions. Is the team lead for AKFC HR Office; oversees the responsibilities of the HR office including the following: name/address changes, working test periods, PMIS processing, separations and retirements, recruitment and Health Benefit open enrollments. Will process all Reinstatements and/or Disciplinary Actions ensuring salaries, seniorities, yearly time sheets, back payment awards and employee histories are correct. Responsible for tracking, reviewing and inputting all performance assessment/evaluations. Will coordinate any assistance from other HR staff to input information regarding performance assessments. Will maintain a spreadsheet to track all employee assessments/evaluations. At the end of the rating cycle will prepare a summary report for the Manager, HR to provide to the governing body. Responsible for ensuring all Conflict of Interest packages are completed and returned to HR in accordance to the established time frames. Will ensure the supervisors return the packages to HR timely and accurately.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Three (3) years of professional experience in a personnel program of a public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

NOTE: A Master's degree in business administration, personnel administration, public administration, management, or other related field may be substituted for one (1) year of the indicated experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:

PST.AKFC@doh.nj.gov

- Mail the required documents to:

**Kristin Hunt, Manager 1 Human Resources
Human Resources Services
Reference Posting #203-22
New Jersey Department of Health
PO BOX 7717
West Trenton, NJ 08625-7717**

Required documents:

- cover letter
- resume
- completed application, found at:
<http://www.nj.gov/health/forms/dpf-663.pdf>

** Responses received after the closing date MAY be considered if the position is not filled.*

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*